

## **Separations**

Should you resign, you must give written notice ten (10) working days in advance. Give a copy to your department head and the Human Resource Office.

You may be demoted, suspended, or dismissed for violating the Career Service rules and regulations, neglecting your duty, disobeying a reasonable order from your supervisors, inefficiency or inability to satisfactorily perform your assigned duties, or for performing an act hostile to public service. Your department/division head must give you written reasons for your demotion, suspension, or dismissal.

Rev. 08/2006